

# **HISTORIC LANDMARKS COMMISSION**

**JULY 11, 2013**



**THE REGULAR MEETING WILL BE HELD AT 9:00 A.M. IN  
CITY COUNCIL CHAMBERS  
SUFFOLK MUNICIPAL BUILDING**

**NOTE: IF YOU CANNOT ATTEND THIS MEETING, PLEASE CALL  
THE DEPARTMENT OF PLANNING  
BY 12:00 NOON, WEDNESDAY, JULY 10, 2013  
514-4060**

**RANDY HICKS  
CHAIRMAN**

**PREPARED BY THE CITY OF SUFFOLK  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

*DIVISION OF PLANNING*

**AGENDA**  
Historic Landmarks Commission Meeting  
Thursday, July 11, 2013  
9:00 a.m.

- I. Call to Order: Chairman
- II. Roll Call
- III. Approval of the Minutes for the June 13, 2013
- IV. Election of Officers
- V. Public Hearing Items:
  - A. **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-12**, submitted by Joyce and Arthur Tasby, property owner, for exterior renovations for a commercial structure located at 118 W. Washington Street. The property is further identified as Zoning Map 34G18 Block (A) Parcel(s) 301, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).
- VI. New Business
  - Enforcement Update
  - Administrative Approvals
- VII. Adjournment



MINUTES  
HISTORIC LANDMARKS COMMISSION

June 13, 2013

9:00 A.M.

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The regular meeting of the Historic Landmarks Commission was held on Thursday, June 13, 2013, 9:00 a.m., in the Council Chambers of the Municipal Building, 441 Market Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

Rev. Isaac Baker  
Walter Boyette  
Susan Coley  
G. Stewart Tyler, Vice Chairman  
Randy Hicks, Chairman  
Edward King  
Geraldine Outterbridge

STAFF:

Bob Goumas, Assistant Planning Director  
Thomas Jordan, Planner II  
Jillian Scott, Office Assistant II

MEMBERS ABSENT:

Merritt Draper  
Amy Elliott

The meeting was called to order by Chairman Hicks. The roll was called by Mr. Goumas and the Chairman was informed that a quorum was present. The minutes of the previous meeting were approved as presented. The Chairman noted the time limits for public hearings are ten (10) minutes for proponents, fifteen (15) minutes for opponents, and five (5) minutes for rebuttal.

## **PUBLIC HEARINGS**

**REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-09, submitted by Alice Fuller, property owner, for after-the-fact replacement of windows and associated trim for a residential structure located at 512 W. Washington Street. The property is further identified as Zoning Map 34G17 Block 2 (A) Parcel(s) 2A and 3, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).**

The first item of business was introduced by the Chairman, followed by a staff report by Thomas Jordan, Planner. Mr. Thomas stated that the historic structure is located at 512 W. Washington Street at the intersection with Brewer Avenue and was included in the historic district as part of the 2004 West End expansion. The contributing dwelling was constructed in the Queen Anne architectural style is configured as a single-family home and is estimated to be constructed between 1890 – 1905. Notable features of the main dwelling include: three-sided projecting cross gable bays on the south and east elevations and pedimented gables containing round-arched paladian windows. The entry doors have a one-light transom, and the roof uses a heavy wood molded cornice. The windows feature square-edged wood surrounds. Mr. Thomas stated that the property has five (5) previous cases involving painting, installation of storm windows, doors, and shutters, construction of a fence and pergola all occurring prior to Ms. Fuller's purchase of the property in September 2007. The applicant requested approval for the after-the-fact replacement of six (6) wood windows with vinyl windows. Four (4) of these wood windows were replaced in 2011 with vinyl windows and two (2) wood windows were replaced with vinyl windows in April 2013 prior to the issuance of a stop work order on April 30, 2013. The applicant also requested to replace

eight (8) additional wood windows with vinyl windows. The installation of the eight (8) new vinyl replacement windows will not involve removing or wrapping any exterior wood trim, as denoted by the applicant. The applicant has indicated two contractors have advised that the majority of the windows must be replaced because of rotten wood in the sill, joists, and frame where moisture has collected. Mr. Jordan stated that windows are identified as a major character and style-determining feature of a historic building, therefore their replacement is discouraged. The Historic District Design Guidelines offers clear guidelines on the preservation of windows and the criteria for evaluating the installation of replacement windows. The guidelines state the removal of historic resources shall be avoided, therefore the repair or replacement of the deteriorated window sections should be the primary objective. If the replacement of the original window is requested the Guidelines call for a signed statement, with exhibits, from a licensed general contractor stating the condition of the existing windows, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement as required supporting documentation for any application for a Certificate of Appropriateness seeking authorization for the replacement of windows. The applicant has not provided an assessment documenting the condition of the existing windows or the previously removed windows thereby establishing the need to replace. The replacement vinyl windows which have been installed are double-hung vinyl windows with no divisions, corresponding to the original wood windows. The historic arrangement of the windows has been maintained as well as the opening size. The Historic District Design

Guidelines support the use of wood, metal clad, or vinyl clad windows for replacement of deteriorated windows. The previously installed vinyl replacement windows and the vinyl replacement windows proposed to be installed do not meet the Historic District Design Guidelines material standards. Mr. Jordan stated that the Commission has in the past taken action to allow the replacement of less visible windows to be replaced with similar replacement-style vinyl windows while requiring more-historically accurate windows to be used on the most visible facades. Since retaining or re-installing the original windows may not be an option, the Commission may wish to consider a similar approach of prioritizing the window replacement by visibility from the public view. Should the Commission determine that authorization of the window replacement is appropriate, any new replacement windows should match the 1/1 original windows and be consistent with material guidelines (wood, metal clad, or vinyl clad). Mr. Jordan stated that the criteria of Chapter 4, Section C, Window Openings, of the Historic District Design Guidelines have not been addressed. Based on the findings-of-fact, staff recommended:

1. after-the-fact installation of 6 (six) vinyl double-hung windows and, within the next 60 days, install 6 (six) one-over-one (1/1) wooden or clad wood replacement windows be denied, and the
2. the request to replace additional original windows be denied.

The public hearing was opened and speaking in favor of the application was Alice Fuller, property owner. Ms. Fuller stated that she was not aware that she had to get approval from the Historic Landmark Commission. Ms. Fuller stated that many of the windows were mismatched and not of the original material on the second floor. Ms. Fuller stated that she has taken on the responsibility of caring for her elderly mother and that's the reason why she purchased the windows to make a comfortable living space for her. Ms. Fuller stated that the moisture from the window in her mother's bedroom in the winter time has been freezing cold, as well as in the bathroom. Ms. Fuller stated that the windows were custom made and she cannot get her money back and would not be able to afford to repurchase additional windows. Ms. Fuller stated that she would adhere to replacing the two windows in front with the original material but asked that the Commission allow the other remaining windows to be changed.

There being no speakers in opposition, the public hearing was closed.

After discussion by the Commission, a motion was made by Commissioner Tyler to approve the applicant's request allowing a one time exception to this particular case. The motion was seconded by Commissioner Boyette and denied by a recorded vote of 5-2.

A motion was made by Commissioner Boyette to approve the applicant's request with the exception of the two windows not being permitted on the first floor. The motion was seconded by Commissioner Tyler and passed by a recorded vote of 7-0.

**New Business:** Enforcement Update

Susan Dillard, (Planning & Community Development) gave an update on the enforcement actions taken by Community Development for the following properties:

193 E. Washington Street – property maintenance violation, continue until July 2013

301-307 Bank Street - property maintenance violation, continued until July 2013

309 Bank Street - property maintenance violation, continued until July 2013

There being no further business, the meeting was adjourned at 9:28 a.m.



# HISTORIC LANDMARKS COMMISSION



June 13, 2013

Motion: Boyette

2<sup>nd</sup>: Tyler

TO: Approve  
Applicant's  
Request with  
noted exception

## ATTENDANCE

HC-2013-09

VOTE: 7-0

## COMMISSIONERS

PRESENT

ABSENT

YES

NO

Baker, Isaac Rev.

X

X

Boyette, Walter

X

X

Coley, Susan M.

X

X

Draper, Merritt

X

Elliott, Amy

X

Hicks, Randy

X

X

King, Edward L.

X

X

Outterbridge, Geraldine

X

X

Tyler, Stewart G.

X

X

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# CITY OF SUFFOLK

441 MARKET STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

To: Historic Landmarks Commission

From: Thomas Jordan, Planner II

Date: July 11, 2013

Subject: **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-12**, submitted by Joyce and Arthur Tasby, property owners, for exterior renovations to a commercial structure located at 118 W. Washington Street. The property is further identified as Zoning Map 34G18 Block (A) Parcel 301, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).

## **STAFF REPORT**

### **Overview of the Subject Property and Surrounding Area**

The contributing structure located at 118 West Washington Street is part of the 2002 East Washington Street District Expansion. The commercial building, constructed in a vernacular style common throughout downtown Suffolk, is estimated to have been constructed between 1900 – 1914. The brick exterior is obscured by vertically installed aluminum siding above the storefront.

### **Case History**

No Certificates of Appropriates have been previously authorized for the property:

### **Proposed Action**

The applicant is requesting approval for the installation of recessed wood panels over the existing storefront wall tile and the installation of a new soffit underneath the existing metal entrance overhang. Subsequent to the submission of the request the applicant has stated no changes will be made to the existing double door. Additionally, the applicant has stated the metal siding and entrance overhang will only be cleaned as opposed to being painted.

## **Public Notice**

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

## **Applicable Regulations and Analysis**

### **A. Unified Development Ordinance**

1. Section 31-413(f)(1), Certificate of Appropriateness: Where exterior appearance of any structure as viewed from any street or public way is involved, the Zoning Administrator shall issue no permit for erection, alteration, or improvement unless and until a Certificate of Appropriateness has been issued.
2. Section 31-413(g)(2), General Considerations
  - A. The compatibility with the design, development standards and criteria as included in the City's adopted Historic District Design Guidelines.
  - C. The historical or architectural value and significance of the building, structure or appurtenant element and its relationship to the historic or architectural value of the area in which it is proposed to be located.
  - E. The compatibility of planned improvements and renovations with the architectural and historic quality, character, and scale of the historic buildings in the City of Suffolk.
- b. Section 31-413(g)(7), Approval of Major Action by the HLC: (v) Any alteration to exterior materials or color of materials

### **B. Suffolk Historic District Design Guidelines**

1. Chapter 1, Section E, Categories of Significance with the Historic Conservation Overlay District, Contributing Structures: Historic or non-historic structures contribute to the overall historic character of the historic district through the compatibility of their design, character, scale, material, and detailing. They are not, however, significant enough to be designated as landmarks.
2. Chapter 1, Section F, Goals with the Historic Conservation Overlay District:
  - Continued use of historic buildings
  - Appropriate design of additions and alterations for buildings
3. Chapter 2, Section E, Certificate of Appropriateness: A Certificate of Appropriateness is similar to a building permit in that it is required whenever the exterior appearance of any structure in the Historic Conversation Overlay District,

as viewed from any street or public way, is erected, altered, or improved.

4. Chapter 4, Section C, Window Openings: It is very important that the windows of an historic building be preserved where possible to maintain their size and details.
5. Chapter 4, Section C.3, Guidelines for Window Preservation:
  - a. Maintain Original Windows: Maintain original windows by patching, splicing, consolidating or otherwise reinforcing the wooden members. Wood that appears to be in bad condition because of peeling paint or separated joints often can be repaired. If repair of an original window is necessary, repair only the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. The removal of historic materials shall be avoided.
  - b. Avoid Replacing Original Windows: Replace windows only when they are missing or beyond repair. Replacement windows should be designed to match the original in appearance, detail, material, profile, and overall size as closely as possible.
  - c. New Window Materials: New windows may be constructed of painted wood, metal clad, or vinyl clad.
6. Chapter 4, Section D.2., Guidelines for Doors
  - a. Maintain Historic Door Arrangements: Avoid changing the number, location, or size of doors by enlarging or reducing the original door opening or installing replacement doors that do not fit the original openings.
  - b. Preserve Original Doors: Only replace doors when they are missing or beyond repair. Base reconstruction on physical evidence from the original door or on old photographs if they are available and use appropriate materials, finishes, and details. Avoid substituting stock, mass-produced doors from building supply firms for original historic doors.
  - c. Use Compatible Door Styles: When replacing doors, use door styles that relate to those found in the district.
7. Chapter 4, Section E, Decorative Features: Decorative features such as columns, cornices, windows trim, and details provide much of the stylistic character of historic buildings.
8. Chapter 4, Section E.3., Window and Door Trim: Window and door trim is also a very important character-defining element of the exterior of historic buildings.

9. Chapter 4, Section F., Materials: A variety of materials were used for the construction of buildings in the Suffolk Historic Conservation Overlay District. Masonry is found in building's walls, steps, and decorative details. Wood was commonly used in building frames, cladding, window and door frames, and decorative elements. Metal is not as common a material in the Suffolk Historic Conservation Overlay District except for use as roofs and gutters.
10. Chapter 4, Section I.2., Painting: Guidelines for Painting: Choose colors that blend with and complement the overall color schemes on the street.
11. Chapter 6, Section A.1., Commercial Building Design Consideration – Goals for preservation in the Historic Urban Core:
  - a. Preservation of the urban character
  - b. Preservation of the mixture of historic building types
  - c. Rehabilitation of historic building facades
12. Chapter 6, Section C.2 – Rehabilitation of Historic Building Facades – Guidelines for Mercantile Building in the Commercial Area:
  - a. Preserve/Rehabilitate Display Windows
  - b. Preserve and Rehabilitate Windows and Doors
  - c. Preserve and Rehabilitate Historic Façade Materials

### **Staff Analysis**

As presented, the proposed alterations of 130 West Washington Street are in keeping with and in furtherance of the Suffolk Historic District Design Guidelines. The basis for this finding is outlined below.

#### **A. *Renovate existing front façade***

The original façade of the building has been altered with the previous installation of the vertical metal siding and the tile storefront. The renovation will reutilize the existing windows and doors in addition to installing recessed wood paneling (treated oak) to the storefront face with the intent to better compliment the design, character, scale, material, and detailing of the adjacent historic buildings. The existing double doors will remain in place.

#### **B. *Repaint structures in colors consistent with the historic color palette***

The storefront façade will be painted in addition to the second story window trim. The

recessed paneling will be painted Bracken Architrave Blue Verditer (CW601) and Bracken Architrave Verditer Medium Dark (CW602) or a comparable blue color from the Williamsburg Color Collection. The second story window trim will be painted white. The property owner will utilize paint colors from the historic color palette. The metal siding and entrance overhang will only be cleaned.

### **Summary and Recommendations**

Based on the information provided by the applicant, the proposed façade renovation and other exterior improvements to structures located at 118 West Washington Street is in keeping with and furthers the historic preservation efforts of the City of Suffolk. Therefore, based on the above findings-of-fact, staff recommends approval of HC-20013-012 with the following conditions:

1. The storefront panel installation shall be consistent with those depicted on the architectural renderings received by the Planning Division dated May 30, 2013.
2. The storefront panel exterior painting scheme shall be consistent with that depicted on the architectural renderings received by the Planning Division dated May 30, 2013.
3. No further exterior improvements permitted without the issuance of a Certificate of Appropriateness.
4. All required permits shall be obtained from the Community Development Division.

RECEIVED

JUN 04 2013

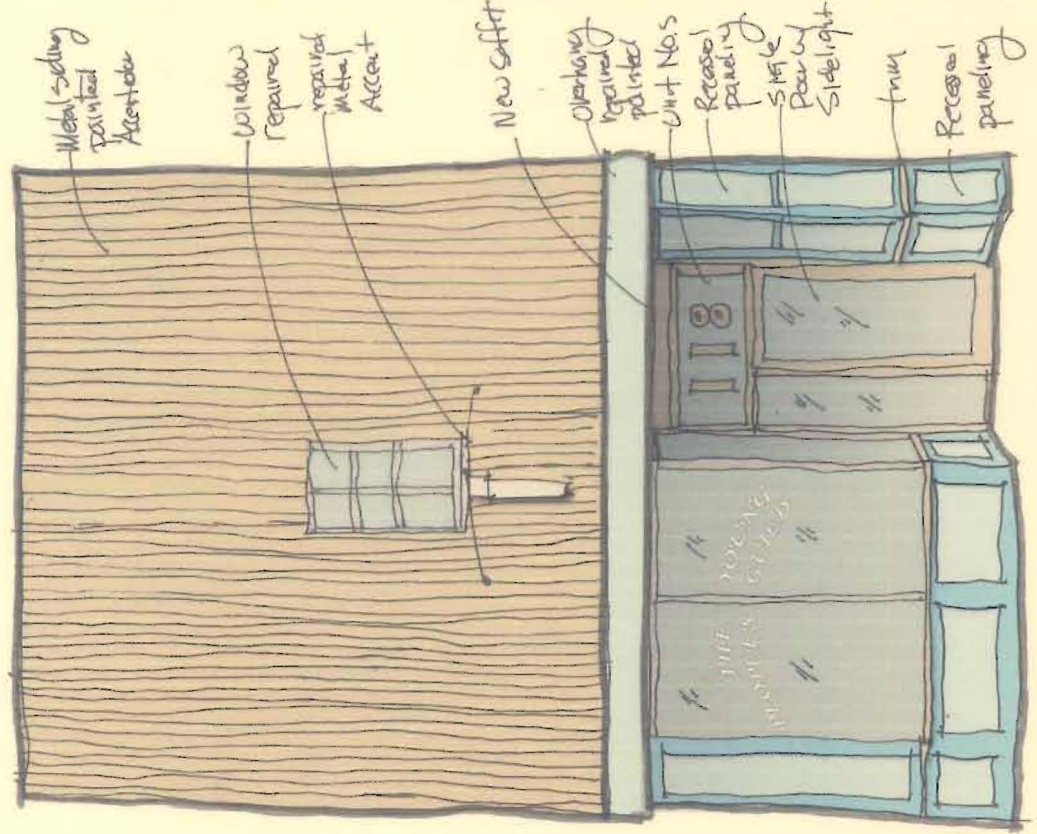
PLANNING

HC12-13

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EXISTING FRONT ELEVATION



PROPOSED FRONT ELEVATION

**R B A**  
RETNAUER BAYNES  
ASSOCIATES, LLC  
1011 WATERFIELD AVE. SUITE 101  
CHESAPEAKE, VA 22024  
TEL: 757-546-1111  
FAX: 757-546-1112  
WWW.RBA-VA.COM

118 EAST WASHINGTON STREET SUFOLK, VA  
**YOUNG PEOPLE'S GUILD**  
PROPOSED EXTERIOR ELEVATION CONT.

DATE	12/13
BY	12/13
CHKD	12/13
APP	12/13
REV	12/13
REV	12/13
REV	12/13
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03/20/2013  
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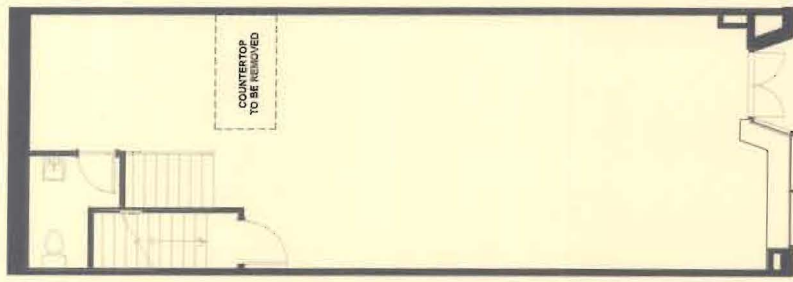
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1	12/10/12	ISSUED FOR PERMIT

EX. 1  
 02-24-2013  
 01-14-13  
 01-14-13

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② EXISTING SECOND FLOOR PLAN  
 1/4" = 1'-0"



③ EXISTING FIRST FLOOR PLAN  
 1/4" = 1'-0"

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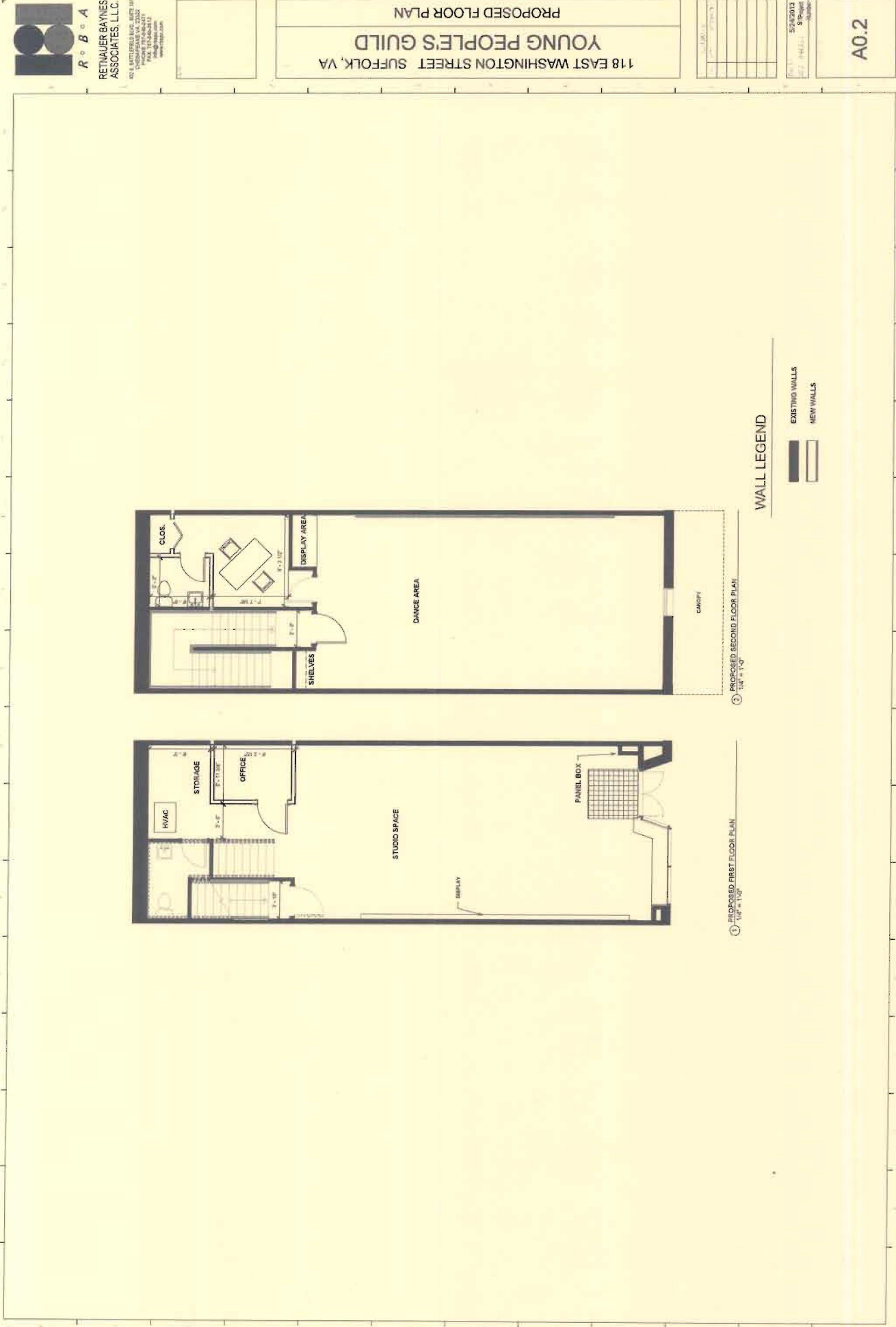
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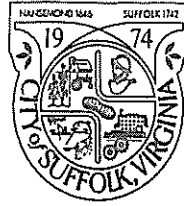
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## HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2013-13AD

### **THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 158-160 West Washington Street

Property Owner: 100 Saratoga Street LLC (c/o Marcus Pollard)

Property Owner's Address: P.O. Box 4266, Suffolk, VA. 23439

Property Zoning Map Identification: 34G18(A)\*313

Property Zoning: CBD, Central Business District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. Removal and replacement of the existing gutter system with the installation of white aluminum 7" gutters and 4"x5" downspouts in the side alley of the building.
2. Any additional exterior improvements shall require a Certificate of Appropriateness.
3. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed:

*[Signature]*  
(Zoning Administrator)

Date:

*7/3/13*

Signed:

*[Signature]*  
(HLC Secretary)

Date:

*7/1/13*

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